

Return Funds Form Guidance

1. What is this form?

This form is used to return unspent “10% rate enhancements” funds issued by EOHHS or its constituent agencies in accordance with 101 CMR 447.00, 101 CMR 448, or MCE Bulletins 71, 72, 86, and 87 in FY22 (between July 1, 2021 – June 30, 2022). Separate guidance will be issued if your organization wishes to return funds issued in FY23 (July 1, 2022 – June 30, 2023).

2. What is a Vendor Code?

It is a 12-digit code assigned by the Commonwealth, beginning with “VC.” It is issued for you or the company you are billing under.

3. What is the amount received?

The amount received should be the 10% rate enhancement amount across all services for a given organization.

4. What is the amount returned?

The unspent funds from the amount received. If you did not use the entire amount received, then you will return the unused amount and check the box that you did not spend all the funds - (The amount should be equivalent to the amount on the check that is being returned)

5. Who is the Vendor Authorized Signatory?

The individual (s) authorized to do transactions for the vendor and responsible for filling out this form.

6. Where do we send the unspent funds?

- a. If you are planning to send a paper check, fill out the “Return Funds form,” including the check (signed), and return both the form and the paper check by mail to:
The Executive Office of Health and Human Services, MassHealth Accounts Receivable, 600 Washington St, 7th floor Boston, MA 02111
- b. You can also wire the unspent check. Fill out the “Return Funds form” and send it to EOHHSProviderCovidCost@mass.gov (for tracking purposes). Then you wire the unspent funds following the instructions in the form.
- c. Please note – all funds will be returned to EOHHS regardless of which agency/ies originally issued the funds.

7. Which Payment method should I choose?

At the bottom of the form, it gives you options to choose a payment method (Paper check or by wire transfer); check one box for the payment method you choose, and proceed with sending the unspent funds.

8. What do I do if I did not spend any of the funds?

Fill out the requested information on the form, check the “*I did not spend any of the 10% rate enhancement funds*” box, and return the entire amount.